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1.0 LOGISTICS

1.1 DATE AND TIME

Wednesday, July 22, 2017

1300 - 1500 PM EST

U.S. Census Bureau, Suitland Federal Center, Center for Applied Technology, 1J250
4600 Silver Hill Road, Suitland, MD 20746

1.2 CALL-IN/WEBINAR INSTRUCTIONS

Call Bridge: 855-852-7677

Conference Pin: 999943415180

Webinar Link: <https://share.dhs.gov/r8vdm078dr7/>

2.0 AGENDA

2.1 INTRODUCTIONS

Primary	Affiliation	Comments
Chris Vaughan	FEMA	Co-Chair
Travis Hardy	ArdentMC	Facilitator
Desta O'Connor	DHS NPPD	Call-in/webinar
Dave LaBranche	DOD	Call-in/webinar
Raquel Wright	DOT	Call-in/webinar
Adrian Gardner	FEMA	Call-in/webinar
Nate Workman	FEMA	Call-in/webinar
Jeff Snow	IAFC	Call-in/webinar
Rebecca Harned	NAPSG	
Rex Tugwell	NGA	
Dave Bialek	NGA	
Bill Nellist	NGA	Call-in/webinar
Michael Piscotti	NGA	Call-in/webinar
Heather Gilbert	NOAA	Call-in/webinar
Bruce Oswald	NSGIC	Call-in/webinar
Jack Settlemaier	NWS	Call-in/webinar
Deirdre Bevington-Attardi	USCB	
Lynda Liptrap	USCB	
Kourtney Tuck	USCB	
Chuck Spicer	USCB	
Glenn Bethel	USCIS	Call-in/webinar
Brigitta Urban Mathieux	USGS	Call-in/webinar
Greg Matthews	USGS	Call-in/webinar
Carolyn Faries	ArdentMC (DHS NPPD)	Call-in/webinar
Julie Eckert	ArdentMC	
Sarah Spalding	ArdentMC	Call-in/webinar
Jake Horstkamp	BAH	Call-in/webinar
Justin Reed	BAH	
Kevin Murphy		Call-in/webinar

2.2 WELCOME

Mr. Hardy welcomed everyone to the meeting and passed along the regrets of Mr. Dabolt and Mr. Donnelly who were unable to attend due to conflicts. He introduced Mr. Vaughan who would assist in leading the meeting.

Mr. Vaughan thanked Census for hosting and discussed the critical relationship between FEMA and Census regarding the National Address Database (NAD) and the Oak Ridge National Laboratory (ORNL) partnership. He touched on how the federal community is moving towards GeoPlatform and that FGDC is setting standards and HIFLD is the best of the best data.

Mr. Hardy turned to the hosts Ms. Liptrap, Ms. Bevington-Attardi and Mr. Spicer who thanked the attendees for coming.

2.3 REVIEW AND APPROVAL OF HIFLD SUBCOMMITTEE MEETING AGENDA

The agenda was endorsed by all subcommittee attendees.

3.0 HIFLD GOVERNANCE

3.1 ACTION ITEM REVIEW (INFORMATIONAL)

The action items for the Subcommittee meeting are as follows:

Item #	Action Item	Owner	Status
2016-04-05-01	Replace FEMA Recovery Centers layer with Joint Field Offices	FEMA	Approx 1 year
2016-04-05-02	Inquire with NPPD regarding status of IAL	Georgette Holmes	Completed
2016-04-05-03	Decide whether to maintain IAL in HIFLD	Subcommittee	Completed
2016-04-05-04	Promote NAPSG symbology efforts to solicit feedback	Exec Sec and NAPSG	Completed
2016-06-01-01	Have follow-up conversation with OCIA to discuss potential inclusion of the new asset list in development for HIFLD	Exec Sec and OCIA	In work
2016-06-01-02	Provide lack of currentness disclaimer in IAL metadata record	Exec Sec	In work
2016-08-02-01	Disseminate data list of currently available HIFLD layers	Exec Sec	Completed
2016-08-02-02	Determine if REST services on HIFLD Open are derived from their original format/ensure FGDB replacements are aligned with data delivery schedule	Exec Sec	Completed
2016-08-02-03	Determine file format requirements from community	Exec Sec	Completed
2016-08-02-04	Vote on file format dissemination and how to address conversion errors	Exec Sec	Completed
2017-02-02-01	Meet with NPPD Prioritization Branch to discuss IAL replacement layer in detail.	Exec Sec	In work

Item #	Action Item	Owner	Status
2017-02-02-02	Have follow-on conversation regarding web services with Census.	Exec Sec	Completed
2017-02-02-03	Have presence at NSGIC and NAPSG conferences.	Exec Sec	In work
2017-05-22-01	Determine dissemination for parcel data via web platform	Exec Sec	In progress
2017-05-22-02	Vote on NAPSG Symbolology for inclusion in HIFLD Data offering	Exec Sec/NAPSG	Completed
2017-05-22-03	Remove POE Layer and replace with CBP layer	Exec Sec/NGA	In Progress

Mr. Hardy briefly reviewed action items that had been completed since the last subcommittee meeting to ensure that the HIFLD activities are working in the larger direction of the Subcommittee itself.

He inquired about the status of the Infrastructure Asset List (IAL) replacement dataset. Ms. O'Connor of DHS NPPD said that it is being worked on but has yet to be completed. Mr. Hardy stated that the action item will be left as "in progress" at this time.

Mr. Hardy discussed the plan to have a strong presence at the NAPSG summit which will have over 200 attendees and special guests. HIFLD will be featured prominently in the data preparedness workshop on the first day.

He turned to Mr. Oswald of NSGIC and asked if there were any events that HIFLD should be aware of or be involved in. Mr. Oswald stated the annual NSGIC conference from 25-29 September in Providence, RI. He looked forward to having as many HIFLD attendees as possible as HIFLD will be able to gain input from states as to what they would like to see and how HIFLD and the states can work together. Mr. Hardy said HIFLD will be in touch with Mr. Oswald to plan further.

Mr. Hardy also discussed the vote on the legacy Ports of Entry (POE) layer which is to be replaced with a more formally stewarded CBP layer. He credited Mr. Nellist and the NGA team for this effort. This was voted on at the last Subcommittee meeting and approved unanimously. The dataset will be released upon the arrival of a replacement and an approval letter.

4.0 DATA ACCESS, DISCOVERABILITY, & ONLINE DISSEMINATION

4.1 HIFLD OPEN DATA ANALYTICS (INFORMATIONAL)

Mr. Hardy moved to the summary statistics of the two platforms that HIFLD has been supporting over the last 1.5 years. From a trajectory standpoint, there is considerable intake of the HIFLD Open infrastructure with close to 50,000 site visits and nearly 30,000 users.

The information presented shows the variety of usage of HIFLD Open which leverages Google Analytics. Subcommittee members are welcome to request these reports from the HIFLD team. Mr. Hardy emphasized that it is great that HIFLD Open is "open", but there is no ability to tell "who" is downloading what as there is no user login. He added

that most of the analytics are generated automatically though some metrics such as identifying the top downloaded data require a more manual process to extract.

4.2 HIFLD SECURE UPDATE (INFORMATIONAL)

Mr. Hardy turned to the HIFLD Secure/HIFLD Secure & Licensed infrastructure. The shelves are still being stocked as the product matures and data rolls in. Enhanced data layers are being added as they are delivered to the HIFLD team. There are some layers coming in such as USPS data layers. The HIFLD team ensures that the data list is maintained and distributed as updates are made. The latest data list is currently available on the HIFLD website to obtain, located under “Resources”.

4.3 HIFLD EXECUTIVE SECRETARIAT SUPPORT (INFORMATIONAL)

Mr. Hardy then discussed current HIFLD outreach activities for the Subcommittee’s situational awareness. The HIFLD team attends events often and is working constantly on outreach such as supporting and providing webinars which occur nearly every to every other week.

He requested that Subcommittee members inform the HIFLD Exec. Sec. team about any users, groups, and/or stakeholder communities that would benefit from outreach efforts. The HIFLD team is happy to work with stakeholders to get the word out about HIFLD is and who HIFLD supports.

4.4 MIGRATING HIFLD OPEN TO DOI GEOPLATFORM (INFORMATIONAL)

The migration of HIFLD Open to the DOI GeoPlatform was then revisited from the last meeting. Mr. Hardy emphasized the importance of HIFLD Open maturing in the GeoPlatform and that HIFLD take advantage of the infrastructure, ATOs, security boundaries, and unique opportunities in this environment. In addition, he mentioned that the FEMA Disasters site will be hosted in this environment, emphasizing the general movement across the federal government towards GeoPlatform.

He recognized that there will be short-term pains for long-term gains and reviewed the schedule diagram presented to the group.

Since the last Subcommittee Meeting, the data cloning effort from DHS to GeoPlatform has been completed. The site is now live and available as part of a soft launch and advertised only to Subcommittee members and power users/stakeholders. He requested that attendees use discretion as the team would like to take the opportunity to receive targeted feedback.

Mr. Hardy noted some of the differences with the site as it has been transitioned to a 2.0 version of Esri Open Data and there are some changes with functionality. He hopes that these will be beneficial to the community and not cause shock. He also expressed that this is a necessary step as version 1.0 will not be supported for changes and modifications after July 31st.

Users will start to be informed via a banner on the current HIFLD Open website that they are accessing a legacy site and will direct them to the new site. There will be a substantial amount of outreach and communication.

The HIFLD team will work diligently to ensure that users are transitioned effectively and that the current version will be available for as long as possible. The full deprecation of the site will be mostly driven by the user community. The sites will be run in parallel and then there will be a determination made with NGA regarding when to only update data on the new GeoPlatform site. This is expected around the October 1 timeframe.

The site will be officially unveiled at the NGPS summit.

After July 31st, changes will not be possible on the current HIFLD Open site but the site will be left up as long as possible, particularly if users are still accessing it. The hope is that the HIFLD team will observe usership on the current site decrease as it increases on the new site. After the calendar year, the HIFLD team will start to identify a definitive date for turning off the current site.

Ms. Harned inquired about changing REST endpoints which users connect to in their environments. These will be changing which could have an impact on users. Mr. Hardy stated that this will be socialized extensively to ensure minimal shock and ease the transition.

Like the current HIFLD Open site, no login credentials will be necessary to access.

4.5 ENABLEMENT OF LICENSED DATA ON HIFLD SECURE AND LICENSED (DISCUSSION)

Currently on HIFLD Secure, licensed data is currently scattered throughout the categories. For instance, Dun & Bradstreet Business Points data can be found in a variety of categories from Agriculture to Public Health etc.

HIFLD is proposing establishing distinct categories for licensed data layers rather than distributing them across categories. This would apply to Business Points, Roads and Routing (HERE!), and nationwide parcels. From a UI standpoint, HIFLD wanted to expose this to the subcommittee on this enablement idea.

The objective is to enable a new simplified regime for licensed data that may increase accessibility for user communities that might not currently have access.

Mr. Hardy expressed the complexity of this issue and the importance that the SC be able to explain it and establish a logical framework so the user community can understand it easily.

Mr. Bialek stated that NGA will continue to work with the GMO and team to ensure that the site is useful, meets data usage requirements, and meets mission needs.

Mr. Hardy reviewed the as-is and the to-be state per the future delivery of the DUA for licensed layers in regard to download and viewing.

Mr. Hardy asked what the best way to enable data is to ensure the user community can take advantage.

Ms. Harned asked what the meaning of 'view' is. Mr. Piscotti stated that users who can 'view' can conduct basic analysis but cannot download etc.

There was discussion and confusion regarding derivative products such as hard maps and their classification for dissemination. Mr. Hardy suggested that HIFLD develop use case scenarios that illustrate the restrictions and use limitations for data dissemination so as to guide HIFLD user to ensure they are maximizing the use of the data but within its legal limits.

Mr. Piscotti added saying that the group has been working extensively on this DUA and wants to tear down the wall to ensure that state/local users can utilize data as much as possible. However, NGA needs to be sure that the license agreements are followed.

At the end of the discussion, Mr. LaBranche inquired about the parcel data and its availability. Mr. Hardy stated that hard copies can currently be requested while the HIFLD team is exploring options for web enablement.

5.0 HIFLD COMMUNITY ISSUES

5.1 DATA ENHANCEMENT UPDATE (INFORMATIONAL)

Mr. Reed discussed data enhancement and where efforts stand with federal providers. He provided a step-by-step overview of the process. The team is engaging with data providers and working effectively on the enhancement. He expressed appreciation for the providers responding to engagement and asked for assistance with contacting data providers that have not been responsive as of yet.

5.2 HIFLD DATA STEWARDSHIP DISCUSSION

Mr. Bialek discussed data currently being stewarded.

For transportation data, the first option year has been exercised and delivered for final review. Then it will be provided to the GMO for dissemination. The data disclosure is currently being addressed. NGA is working to have the data available to as many users as possible.

Parcel data should be received later in September. NGA is working with CoreLogic on the data disclaimer. The data is also being broken out differently, into points and areas for residential and non-residential data. There will be three subdeliveries and then a streamlined version delivered in December. Then it will be available for dissemination.

A strategy for Business Points data is being worked on for FY18. The goal is to work with contractors and subcontractors to put together a package for the first quarter. If funding is received, something should be expected in the second quarter.

NGA is partnering with ORNL on a number of datasets. There are six datasets currently under review and two that have been completed by NGA.

5.3 HIFLD FEEDBACK (INFORMATIONAL)

Mr. Hardy discussed the 8 question feedback mechanism that was recently delivered to the HIFLD Community. This mechanism intends to allow users to guide and calibrate HIFLD's future directions.

The HIFLD Exec Sec does not want to wait until the fall to obtain feedback. Results are continuing to come in and the feedback period ends on August 2nd. This allows the team

to aggregate the results and obtain initial statistics to present a primer at NGPS for the data preparedness workshop. The results will guide the session and allow for more feedback. He encouraged members to complete the feedback mechanism and to encourage their counterparts to do the same.

5.4 HIFLD ORPHANED DATASETS (DISCUSSION)

Mr. Hardy pointed to the list of datasets that do not have a specific data steward or authority. Some of these layers may have a few stewards, others are legacy data established by contracted companies that are now outdated. These datasets were highlighted for further long-term discussion.

The Hurricane Evacuation Routes layer was raised as an example. Because it is outdated, it is possible that the data layer may do more harm than good.

HIFLD would like to know how to prioritize these data layers and what to do in terms of long-term stewardship.

Mr. Hardy used the example of the Fire Stations layer as a success story. The IAFC agreed to steward the fire stations layer and provide the next update.

Mr. Matthews discussed that USGS is actively collecting data on EMS Stations and Local Law Enforcement. He believed it would be beneficial to meet with HIFLD regarding this. He also mentioned the FRA as a source for some of the railroads data.

As an action, Mr. Hardy requested that HIFLD get in touch with Mr. Matthews to better understand what datasets are being collected and anticipated timelines.

Mr. Snow of IAFC provided some advice for those considering stewarding “orphaned” HIFLD datasets. He emphasized the importance of knowing who is using the datasets to better understand the constituency and drive the data collection process. He stressed that connecting the data steward to actual users would be highly beneficial.

Ms. Harned asked what the prioritization criteria would be as this would allow the Subcommittee members to provide better input. She also recommended looking at ways to streamline and condense efforts to achieve more. For instance, she inquired about the percentage of EMS that fall under fire stations in the country. If there is substantial overlap, she suggested that data stewardship for EMS stations be expanded under the existing partnership with IAFC. She also suggested that places of worship data layers are also likely candidates.

Ms. Harned also spoke to the Hurricane Evacuation Routes layer which is something that is likely already maintained by an agency, in this case FEMA. Mr. Vaughan of FEMA believed that FEMA is responsible for this layer through the National Hurricane Program with NWS and USACE. He said he would follow up on this.

Mr. Hardy revisited Ms. Harned’s discussion on prioritization. He said that some of these layers were included because they were available and it was better to have them than not. On the other hand, there are many layers that have very defined mission requirements with substantial traceability. DHS would like to prioritize having a

justification for why a dataset exists as part of the HIFLD inventory and would like input. HIFLD is looking at ways to have a prioritization framework that is not necessarily a quantitative model.

Ms. Liptrap stated that Nursing Homes is an important layer to Census and would provide HIFLD with a write-up justifying the maintenance of this layer.

Mr. Hardy added that any place where there is a mission need, documentation and authorization would be excellent. He asked that members send this kind of feedback, especially regarding the orphaned datasets.

5.5 SYMBOLOGY VOTE STATUS (INFORMATIONAL)

Following the previous subcommittee, a virtual vote was taken regarding the adoption of the emerging NAPSG symbology set for HIFLD data layers. This symbology set represents the latest and greatest consensus based symbology set for representing critical infrastructure. The vote was not for adopting the set as a federally mandated standard but as a symbol set that would fill a void for HIFLD.

The vote passed and Mr. Hardy asked to discuss this in terms of operationalization of the symbology set and answering any questions that remain.

Ms. Harned added to the discussions stating that HIFLD Open and Secure do not have a symbol associated with the data. Providing a symbol as a default would ease things from a user standpoint. She mentioned that Esri is also adopting the symbology. NAPSG is currently building out additional symbols for HIFLD layers to reach about 160 symbols total. This went through a prioritization process in which NAPSG went through to determine which symbols should be addressed first and why.

Mr. Hardy concluded the conversation and said that HIFLD would continue to work on this with NAPSG to start the enablement. HIFLD Open would be the first targeted infrastructure.

6.0 UPCOMING OUTREACH AND EVENTS

6.1 HIFLD COMMUNITY SESSION: (INFORMATIONAL)

HIFLD is working on building out the outreach calendar for the next fiscal year. He requested that Subcommittee members advise HIFLD on any events that may be worthwhile. He also said that the Exec Sec is happy to provide talking points to Subcommittee members providing information on HIFLD.

The next HIFLD Subcommittee meeting will likely be in October as HIFLD is likely supporting the UN General Assembly in September. In addition, Mr. Hardy would like to have a final DUA available for Subcommittee review as well as an idea of where the federal budget stands. A tentative Save the Date will be sent out.

Event	Dates	Location
2017 HIFLD Community Session @ NGPS	August 7th – 9th, 2017	Tuscaloosa, AL
PA OCIO GeoBoard Meeting: HIFLD Open Demo	August 14th, 2017	Harrisburg, PA

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Event	Dates	Location
United Nations General Assembly: Possible HIFLD Staff Support	September 12 – 25, 2017	New York, NY
HIFLD Community Session #2: TBD concurrent with NFCA	TBD November 6th, 2017	Alexandria, VA
National Fusion Center Association (NFCA) Training Event	November 7th-9th, 2017	Alexandria, VA

7.0 OPEN DISCUSSION

In the final moments of discussion, Mr. Oswald asked for additional clarification on the licensed data which will be open to download and view. Mr. Bialek said that the next transportation delivery would be that.

Mr. Hardy added that Dun and Bradstreet data layers are spread across multiple sectors. In discussions with NGA, HIFLD would like to be sure that it is operating on the right side of the license agreement and pulling this data back into the business category will allow for this.

Ms. Eckert stated that unless a state has a PDD, they currently do not have access to Secure & License data. HSIP Gold 2015 is currently available as web services on the GII but states do not currently have access to this.

Mr. Oswald asked if this would change in the new iteration. NGA responded that the DUA will be opening up access to a broader group.

Mr. Vaughan concluded the meeting, stating that he was looking forward to more details. He thanked Census for hosting the meeting and thanked NGA and DHS for continued funding and support.

The meeting concluded at 3:02 PM.

8.0 NEW ACTION ITEMS

Newly added Action Items have been captured above in the section in which they were discussed, and provided below for quick reference:

Item #	Action Item	Owner	Status
2017-07-19-01	Attend NSGIC Conference	Exec Sec	In Progress
HIFLD will contact Mr. Oswald regarding HIFLD presence at the NSGIC conference from 25-29 September in Providence, RI.			
2017-07-19-02	Develop use case scenarios for data usage	Exec Sec	In Progress
HIFLD will develop use cases specific to the data usage agreement to guide users on what can and cannot be done with licensed HIFLD data.			
2017-07-19-03	Discuss Data Stewardship	Exec Sec, FEMA, USGS	In Progress
HIFLD will discuss data stewardship with Mr. Matthews regarding “orphaned” datasets currently being collected and updated by USGS. Mr. Vaughan will look into the stewardship of the Hurricane Evacuation Routes layer and will inform the Subcommittee.			

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2017-07-19-04	Provide justifications for maintenance	Census, Subcommittee members	In Progress
Ms. Liptrap stated the importance of the Nursing Homes layer and that she would provide HIFLD with a write-up justifying the maintenance of this orphaned dataset. Mr. Hardy added that Subcommittee members are welcome to provide feedback and justifications for orphaned datasets as well.			